



441 Freedom Parkway NE
Atlanta, GA 30307
<http://www.jimmycarterlibrary.gov>

Records of the Office of the Staff Secretary: A Guide to Its Records at the Jimmy Carter Library

Collection Summary

Creator: Office of the Staff Secretary

Title: Records of the Office of the Staff Secretary

Dates: 1976-1981

Quantity: 118 linear feet, 2 linear inches, 270 Containers

Identification:

Accession Number: 80-1

National Archives Identifier: 1099

Scope and Content:

The files consist of correspondence, memoranda, notes, speeches, briefing material, daily schedules, press releases, photographs, newspaper clippings, and miscellaneous printed material that represent the function of the Office of the Staff Secretary.

The Presidential Handwriting File primarily consists of the daily contents of the President's outbox, filed chronologically according to the date when each item left the Oval Office. The Staff Secretary generally did not handle some types of material: personal and public correspondence, Congressional correspondence, and security-classified documents generated by the National Security Advisor and his staff. Although scattered examples of this material can be found in the files, Susan Clough, the President's administrative assistant, handled his personal correspondence; the White House correspondence unit coordinated public mail; and the Congressional Liaison Staff was responsible for communications with Congressmen and Senators. In similar fashion, National Security Advisor Zbigniew Brzezinski and his staff personally delivered most foreign policy documents to the Oval Office.

Creator Information: Office of the Staff Secretary

The Staff Secretary is a position in the White House Office responsible for managing communications to the president and circulating documents among senior staff for comment. To provide internal coordination, the Staff Secretary's Office manages the

paper flow to and from the President. Sometimes described as "the nerve center of the White House," the position was first created under President Dwight D. Eisenhower. The Staff Secretary's Office served as the principal conduit for much of the paperwork sent to the President by White House advisors and agency officials. In the Carter White House, this office consisted of three full-time employees: The Staff Secretary (Rick Hutcheson), the Deputy Staff Secretary (Bill Simon), and the Confidential Assistant (Patty Maloomian). After receiving a document which required a Presidential decision, Hutcheson circulated copies to the appropriate agencies and/or White House advisors for comment. He then compiled and summarized these staff comments, attached a cover memorandum, and sent the entire package to the President. President Carter often penned handwritten responses on the documents, and Hutcheson sent copies of these remarks to the interested parties.

Biographical information on key office Personnel is located at the end of the finding aid.

Restrictions:

Restrictions on Access: These papers contain documents restricted in accordance with Executive Order 12356, which governs National Security policies, and material which has been closed in accordance with the donor's deed of gift.

Terms Governing Use and Reproduction: Copyright interest in these papers has been donated to the United States Government. Some of the records may be subject to copyright restrictions. (i.e. newspapers, publications, etc.). Researchers should contact the publisher for further information.

Related Material:

Related Materials in this repository: White House Central File, Subject File, FG 6-1-1/Hutcheson, Richard and FG 6-1-1/Simon, William; Appointments/Scheduling/Advance Office, Presidential Diary Office files

Index Terms:

Persons: Rick Hutcheson, Bill Simon, Tom Jones

Organizations: White House Central File Staff

Types of Material: Correspondence, memoranda, notes, speeches, briefing material, daily schedules, press releases, photographs and newspaper clippings

Administrative Information:

Preferred citation: [Type of Document], [Names of Sender and Recipient or Title of Document], [Date], [Collection Title], [Series Title], [Folder Title], [Box Number], Jimmy Carter Presidential Library.

Acquisition Information: These historical Materials were received under provisions of the instrument of gift that Jimmy Carter signed January 31, 1981.

Processing information: The first series of the collection was opened in 1988. Subsequent series in the collection were opened in 1989, 1990 and 1991. The open dates are indicated in the series scope and content.

System of Arrangement:

The records of the Office of Staff Secretary are divided into fourteen series:

Series Title	National Archives Identifier
<u>1976 Campaign Transition Files</u>	148838
<u>Presidential Files</u>	148878
<u>Enrolled Bill Notification Memoranda</u>	149910
<u>Presidential Paper Flow Control Logs</u>	149912
<u>Presidential Telephone Calls - Backup Material</u>	149916
<u>Staff Cover Memoranda ("Blue Card Info")</u>	149919
<u>Staff Scheduling Memoranda</u>	149939
<u>Status of Presidential Request Memoranda</u>	149944
<u>Presidential Briefing Material Relating to the Billy Carter Libyan Investigation</u>	149947
<u>Rick Hutcheson's Subject Files</u>	149957
<u>Rick Hutcheson/Bill Simon Chronological Files</u>	150040
<u>Bill Simon's 1976 Campaign and Transition Files</u>	150012
<u>Bill Simon's Subject Files</u>	150037
<u>1980 Campaign Files</u>	150126

Detailed Description of the Series

1976 Campaign Transition Files

Scope and Content: Containers 1-3. This series was opened in 1988. This series contains correspondence, memoranda, notes, briefing material, speeches, telephone call logs, and White House organizational charts. The material mainly relates to Presidential appointments to White House Offices and Cabinet selection; foreign policy, domestic policy, potential political problems, government reorganization, and Congressional relations. Arranged alphabetically. *(Folder titles are in bold; subject descriptors are listed below the folder title.*

Presidential Files

Scope and Content: Containers 4-187. This series was opened in 1989. This series contains correspondence, memoranda, notes, briefing material, speeches, schedules, photographs, graphs, clippings, and miscellaneous printed material. The material in this series includes the best daily documentation for the Carter Presidency. Although one can find some material in this file on virtually every important domestic issue of the Carter era, this series is particularly valuable because of the voluminous material relating to energy policy, economic issues, and political developments. Moreover, drafts of most of President Carter's major speeches and statements can be found in the series. The material consists of the daily contents of the President's outbox, often penned with his handwritten responses on the documents and sent to the interested parties by

Rick Hutcheson. Arranged chronologically according to the date when each item left the Oval Office. (*Folder titles are in bold; subject descriptors are listed below the folder title.*)

Enrolled Bill Notification Memoranda

Scope and Content: Container 188. This series was opened in 1990. This series contains briefing memoranda regarding pending legislation. Arranged chronologically.

Presidential Paper Flow Control Logs

Scope and Content: Containers 189-191. This series was opened in 1990. This series contains status logs of documents handled by the Staff Secretary. Arranged chronologically.

Presidential Telephone Calls-Backup Material

Scope and Content: Containers 192-193. This series was opened in 1990. This series contains scattered telephone call logs, lists of callers, notes, and correspondence. Arranged chronologically.

Staff Cover Memoranda (“Blue Card Info”)

Scope and Content: Containers 194-197. This series contains correspondence, cover memoranda, and notes. Arranged alphabetically by name of White House staff person and there under chronologically.

Staff Scheduling Memoranda

Scope and Content: Containers 198-201. This series was opened in 1990. This series contains correspondence, memoranda, briefing material, notes, and lists of names related to the schedules of White House staff. Arranged chronologically.

Status of Presidential Request Memoranda

Scope and Content: Containers 202-203. This series was opened in 1990. This series contains correspondence, memoranda, notes, and list of names. Arranged chronologically.

Presidential Briefing Material Relating to the Billy Carter Libyan Investigation

Scope and Content: Containers 204-205. This series was opened in 1990. This series contains correspondence, memoranda, briefing material, reports, press statements, and the president's questions and answers. The material includes the President's report to the Senate Judiciary Committee with drafts; logs of calls to Billy Carter by White House staff and the President; Counsels Office's notes regarding conversations with Billy; the President's draft statements to the press; and the final Senate Committee Report. Arranged alphabetically by folder title.

Rick Hutcheson's Subject Files

Scope and Content: Containers 206-221. This series was opened in 1990. This series contains correspondence, memoranda, notes, briefing material, press releases, photographs, clippings, and miscellaneous printed material. The material relates to presidential appointments information, Cabinet representatives meetings minutes and notes; the 1980 Democratic National Committee convention planning and scheduling; delegate selection and nominating rules; fact sheets regarding the Carter presidency; lists and notes regarding presidential calls relating to the

election; and lists of high level memorandums to the President regarding White House staffing and appointments. Arranged alphabetically by folder title.

Rick Hutcheson's and Bill Simon's Chronological Files

Scope and Content: Containers 222-228. This series was opened in 1991. This series contains correspondence, memoranda, notes, briefing material, press releases, photographs, clippings, and miscellaneous printed material. This series mainly relates to 1980 campaign travel in the form of travel packets. Arranged chronologically.

Bill Simon's 1976 Campaign Transition Files

Scope and Content: Containers 229-233. This series was opened in 1991. This series contains correspondence, notes, briefing material, press releases, schedules, travel vouchers, clippings, and printed campaign literature. Arranged alphabetically by folder title.

Bill Simon's Subject Files

Scope and Content: Containers 234-256. This series was opened in 1991. This series contains correspondence, memoranda, notes, briefing material, schedules, maps, press releases, printouts, clippings and miscellaneous printed material. The material includes election night scheduling of presidential calls; travel information packets; speaker tracking schedules; and a great deal of material from the White House Information Travel Center. Arranged alphabetically by folder title.

Bill Simon's 1980 Campaign Files

Scope and Content: Containers 257-270. This series was opened in 1991. This series contains correspondence, memoranda, notes, briefing material, schedules, press releases, printouts, clippings, and printed campaign literature. The material includes a great deal of information regarding political information by states. Arranged alphabetically by folder title.

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Modified: July 2017

Container List

1976 Campaign Transition Files

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National Security Advisor
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Attorney General

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Consumer Confidence

Campaign - Miscellaneous, 6/76-10/76

Campaign Strategy

Carter-Mondale Policy Planning Group - Carter's Copy

Talent Inventory Program

Classified Record Transfer Form

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Code of Ethics

Confidential File, 11/76-1/77

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Senate Foreign Relations Committee

Congressional Relations, 11/76-12/76

Senate Foreign Relations Committee
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[Consumer Advocacy Briefing - Options Paper, 11/16/76]

Agency for Consumer Advocacy

Domestic Policy, 11/76-1/77

Senate Interior Committee

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New York City, New York
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Foreign Policy, 10/76-11/76

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Morocco

King Hassan II

Government Organization, 11/76-1/77

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Lynn, James T.

Mathews, Forest D. F.

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Memoranda [from Maxie Wells, 11/29/76-1/15/77]

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Oath of Office, 1/20/77
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Political Problems - Political File, 8/76-1/77
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Carter Administration Agenda
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Pastore, John O. (Senator)
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White House Organization, 11/76-1/77
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Watkins, Wade (Congressman)

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Robb, Charles
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Derian, Patricia M.
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Kirkpatrick, Lyman B.
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6/24/77 [2]

Intelligence
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Yugoslavia (Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Macedonia, Montenegro)
Poland
Reorganization Project
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Rickover, Hyman G.
Nuclear Energy
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Byrd, Robert C. (Senator)
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Wright, James C. (Jim) (Congressman)
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Humphrey, Hubert H. (Senator)
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Inouye, Daniel K. (Senator)
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Lloyd, James F. (Congressman)
Yates, Sidney R. (Congressman)
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Securities and Exchange Commission (SEC)

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Department of Housing and Urban Development (HUD)

Nuclear Non-proliferation

Department of Health, Education and Welfare (HEW)

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Cooperation

Kirillin, Vladimir

US Commission on Civil Rights

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Bureau for International Broadcasting (BIB)
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King, Martin Luther, Jr.
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Schmidt, Helmut
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Agriculture
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Insurance
Chisholm, Shirley A. (Congressman)
New York City, New York

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Hatfield, Mark (Senator)

House Select Committee on Aging

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Eilberg, Joshua (Congressman)
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Eastland, James O. (Senator)
Consumer Protection Agency
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Sevilla-Sacasa, Guillermo
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New York City, New York
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Airborne Warning and Control System (AWACS)
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Mathis, Dawson (Congressman)
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Cooke, Terence Cardinal
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Lance, Bert - Comptroller's Report on Finances
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California
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Djibouti
Hassan Gouled Aptidon
Wright, James C. (Jim) (Congressman)
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Saudi Arabia
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Mitchell, Parren J. (Congressman)

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Office of Science and Technology Policy (OSTP)
Consumer Product Safety Commission (CPSC)
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Wilson, Charles (Congressman)
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Young, Andrew
Australia
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Meany, George
Scharansky, Anatoly
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Long, Russell B. (Congressman)
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US Postal Service (USPS)
Budget, FY 1978
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Bakke Case
Affirmative Action Programs
Abortion
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Lance, Bert

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Consumer Product Safety Commission (CPSC)
Television Broadcasting
Budget, FY 1979
Randolph, Jennings (Senator)
Refugees
Department of Defense (DOD)
Armed Forces-Joint Chiefs of Staff
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Auto Safety

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Defense Budget, FY 1977-1978
Overseas Private Investment Corporation (OPIC)
Concorde Airliner
Economy
Kennedy, Edward M. (Senator)
Soviet Union (Russia)
Brezhnev, Leonid I.
National Endowment for the Arts
Panama Canal Treaty
Agriculture
Lance, Bert
Alcan Project
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Inaugural Committee
Department of Justice (DOJ)
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Washington, DC
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United Nations
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World Bank
International Monetary Fund (IMF)
National Aeronautics and Space Administration (NASA)

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Lance, Bert - Resignation
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King, Martin Luther, Sr.

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Youth Energy Program
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Reuss, Henry (Congressman)
Nix, Robert (Congressman)
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King, Martin Luther, Sr.

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Kardelj, Edvard
Yugoslavia (Slovenia, Croatia, Bosnia and Herzegovina, Serbia, Montenegro, Macedonia)
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Carter, Lillian
Canada
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Department of Labor (DOL)
Department of Energy (DOE)
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Foreign Aid
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Plains, Georgia
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Beame, Abraham
Hyland, William
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Africa
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Sutton, Franklin
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Small Business Administration (SBA)
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US Information Agency (USAID)
Steel Industry
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Europe
Alston, Philip H.
Australia
Korea, Republic of
Tong Sun Park
Environment
Central America

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Speeches, Addresses, etc.
Human Rights
Israel
Soviet Union (Russia)
Dayan, Moshe
New York City, New York

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Saudi Arabia
West, John C.
Sirica, John J.
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Middle East
Intergovernmental Relations
Postal Rate Commission
Oil Industry
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Cordero, Andres Figueroa
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Humphrey-Hawkins Bill
New York City, New York
Department of Health, Education and Welfare (HEW)
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General Services Administration (GSA)
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Democratic National Committee
Department of Commerce (DOC)
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National Institute for Occupational Safety and Health
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New York City, New York

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Dickey, James
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Rodham, Hillary
Welfare Reform

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Torrijos, Omar
Panama Canal Treaty
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Press
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Portman, John

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Terrorism
Congress
Panama Canal Treaty
Energy Program
Federal National Mortgage Association (FNMA)Fannie Mae
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10/18/77 [2]

Merritt, Gilbert S.
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Alston, Philip, Jr.
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Bentsen, Lloyd M. (Senator)
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Tindemans, Leo
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Organization of Petroleum Exporting Countries (OPEC)
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National Farm-City Week

10/19/77 [2]

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Tindemans, Leo
International Nuclear Fuel Cycle Evaluation (INFCE)
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Tax Reform
US Postal Service
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Kennedy, Edward M. (Senator)
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Koch, Edward
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Panama Canal
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US Postal Service
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Farmers Home Administration (FmHA)
Small Business Administration (SBA)
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Democratic National Committee (DNC)
Los Angeles, California
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Congress
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Colorado
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Arlington Cemetery
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Arms Control
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Prince Saud al-Faisal
Eagleton, Thomas F. (Senator)
Environment
Tax Reform
Airline Deregulation
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Indians of North America
Maine
Secret Service
Mayer, Robert H.
Department of Agriculture (USDA)
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International Labor Organization (ILO)
Presidential Trips
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Eagleton, Thomas F. (Senator)
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Economic Development
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Executive Interchange Program
Executive clemency
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Speeches, Addresses, etc.
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Human Rights
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Massachusetts
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Energy Program
Cabinet
Equal Rights Amendments
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Federal Reserve Board
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Helms, Richard
Economic Summit

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Combined Federal Campaign (CFC)
Energy Program
Saudi Arabia
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Budget, FY 1979
Domestic Policy Staff
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Tax Reform
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Chabot, Herbert L.
Government Reorganization
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Energy Program
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Abzug, Bella
Minimum Wage
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Welfare Reform

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Social Security
Cranston, Alan (Senator)
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Speeches, Addresses, etc.
North Atlantic Treaty Organization (NATO)
Summit Meetings

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Speeches, Addresses, etc.

11/2/77 [3]

Clinch River Breeder Reactor
Nuclear Energy
Humphrey-Hawkins Bill
Employment
Department of Defense (DOD)
Collins, Cardiss (Congressman)
South Africa
Abourezk, James G. (Senator)
Ribicoff, Abraham (Senator)
Social Security

11/3/77

Bakke Decision and Title VI
Energy Program
Congress
US Postal Service (USPS)
Press
Television Journalism
Bourne, Peter
Cuba
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Helms, Richard

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Economic Policy
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Small Business Administration (SBA)
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O'Brien, Donald E.
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11/4/77 [2]

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Press, Frank
Drug Abuse
Arizona
Department of Justice (DOJ)
Civil Aeronautics Board (CAB)
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Strategic Materials Stockpile
Department of Energy (DOE)
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Mexico
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Panama Canal Treaty
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Tydings, Joseph D.
Domestic Policy Staff (DPS)

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United Nations
Meir, Golda
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Farmers Home Administration (FmHA)
Cabinet
Georgetown University
Center for Strategic and International Studies
Council on Environmental Quality (CEQ)

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Dixon, Jeane
Crown of St. Stephen
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Humphrey, Hubert H. (Senator)
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Strategic Materials Stockpile
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Marston, David W.
US Attorneys

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Alcan Project
Insurance, Health
Tax Reform
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Brown, Harold
Eizenstat, Stuart
Veterans

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Speeches, Addresses, etc.
Federal Reserve System
Schlesinger, James
Agriculture

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Speeches, Addresses, etc.
Periodicals

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Congress
New Zealand
Muldoon, Robert D.
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Insurance, Health
Agriculture
Mining Industry

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Canada
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Agriculture
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Congress
Beame, Abraham
Intergovernmental Relations
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Department of the Interior (DOI)
Humphrey, Hubert H. (Senator)
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National Aeronautics and Space Administration (NASA)

National Association of Manufacturers

Energy Program

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Egypt

Sheikh Abdul Halim Mahmud

White House

American Film Institute (AFI)

11/18/77

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Israel

Begin, Menachem

Fishing Industry

Goldberg, Arthur J.

Middle East

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American Film Institute

Scharansky, Anatoliy

Energy Program

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Sadat, Anwar

Treasury

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Fraser, Douglas
Owen, Henry
Congress
Economic Development
Inter-American Foundation
Department of Housing and Urban Development (HUD)

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Fallows, James
Economic Policy
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Veteran's Administration
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Wright, James (Congressman)

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Department of Transportation (DOT)
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Vietnam, Socialist Republic of
Democratic National Committee (DNC)
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Reston, James
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Barnes, Leroy (Nicky)
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Kaunda, Kenneth
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Fallows, James
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Huddleston, Walter D. (Senator)
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Non-Fuels Policy Review
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Flaherty, Peter F.
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Dodd, Bobby
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Mondale, Joan
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Presidential Library

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Urban Funding
United Nations

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Hodges, Kaneaster, Jr. (Senator)
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Domestic Policy Staff
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Stennis, John C. (Senator)
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Executive Office of the President (EOP)
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Department of Transportation (DOT)

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Central Intelligence Agency (CIA)
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Energy Research and Development Administration (ERDA)

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Agriculture
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Natural Gas
Businessmen
Armed Forces-Joint Chiefs of Staff
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Natural Gas
Congress
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Mental retardation
Manley, Michael
Civil Aeronautics Board (CAB)
Economic Policy
Burns, Arthur
Department of Housing and Urban Development (HUD)

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Atomic Waste Management
Department of Energy (DOE)
Indians of North America
Trade Adjustment Assistance
Consumer Agency Bill
White House
Transportation
Solomon, Jay
Nixon, Richard M.
General Services Administration (GSA)

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United Nations
Treasury
Elections, 1978

Armed Forces-US Navy
Shipbuilding
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Interstate Highways
Crime
Muskie, Edmund (Senator)
Budget, FY 1979
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Employment
National Governors' Association
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Social Security
Sagan, Carl
Ford, Gerald R.
Foreign Aid
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Agriculture
Tax and Economic Program, 1978
Caddell, Pat
Panama Canal Treaty
Department of the Interior (DOI)
Water Projects
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Kennedy, Edward M. (Senator)
Carter, Jeffrey
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Economic policy
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Caddell, Peter

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Military Education
Rickover, Hyman G.
Travel
Hatch Act
Insurance
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Urban Policy
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Newspapers
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Interstate Highway System
Marietta, Georgia
Agriculture

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Presidential image
Agriculture
Anti-trust Laws
Clean Water Act
American Samoa
Northern Mariana Islands
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Baldwin, Roger
American Civil Liberties Union (ACLU)

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McIntyre, James T.
Office of Management and Budget (OMB)
Israel
Peace Corps
India
Trade
Interview
Agriculture
Libya
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Oil Industry

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Agriculture
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Fishing Industry
Miller, G. William
Federal Reserve System
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Fallows, James
Energy Program
Laird, Melvin
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Water Projects Funding
Balanced Budget
Energy Legislation - Refundable Tax Credits
ACTION
Humphrey, Hubert H. (Senator)
National Cancer Institute
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President's Trip to NYC, 8/8/78-8/9/78 [2]

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Rafshoon, Gerald
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O'Neill, Thomas P. (Congressman)

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Javits, Jacob (Senator)
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Palestine Liberation Organization (PLO)

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Department of Labor (DOL)

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Department of the Interior (DOI)
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Bailey, Donald A. (Congressman)

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Presidential Campaign, 1976

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Federal Employees

Ali, Muhammad

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Government Waste and Fraud

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Hamilton, Lee (Congressman)

Olympic Games (13th Winter: 1980: Lake Placid, New York)

Employment

Civil Aeronautics Board (CAB)

Armed Forces-US Marine Corps

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Rodino, Peter (Congressman)

Insurance

4/11/79 [2]

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Vanik, Charles A. (Congressman)

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Bureau of Alcohol, Tobacco and Firearms
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Organization of Economic Cooperation and Development (OECD)
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Rail and Trucking Deregulation

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Rail and Trucking Deregulation

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Jackson, Maynard
Political Ethics
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National Health insurance
Crude Oil Tax

Reigle, Donald W. (Senator)
Cotter, Bill (Congressman)
Jones, Jim (Congressman)
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Exon, J. James (Senator)
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Deutch, John M.
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Byrd, Robert C. (Senator)
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Singapore
G. William Miller
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Democratic National Committee
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Price Indexes
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Schmidt, Helmut
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Securities and Exchange Commission (SEC)
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Conte, Silvio (Congressman)
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Freeman, Rowland G.
General Services Administration (GSA)
Rodino, Peter (Congressman)
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West, John C.
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Warner, Marvin
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Goldwater, Barry (Senator)
Arms Control
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Brademas, John (Congressman)
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Arms Control
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Murphy, Jack (Congressman)

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Oil Industry
Agriculture
O'Neill, Thomas P (Congressman)
Panama Canal Treaties
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Federal Home Loan Bank Board
Taiwan
Agency for International /Development (AID)
Long, Russell (Senator)
Insurance, Health
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Governors' Meeting
Energy Policy
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Speeches, Addresses, etc.
Department of Education
Dissenters
Zimbabwe
Rickover, Hyman G.
Panama Canal Treaties
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Congress
Foreign Affairs
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Speeches, Addresses, etc.
Taiwan
Pace, Frank
Physical Fitness
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Anti-inflation Program
White House Fellowships
Democratic National Committee (DNC)

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Solar Energy
National Health Plan Strategy
Intercontinental Ballistic Missiles (ICBM)
Hatfield, Mark O. (Senator)
Insurance, Health
Presidential Library
Environmental Protection Agency (EPA)
Panama Canal Treaties
Cabinet
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Solar Energy

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Department of Health, Education and Welfare (HEW)
Vienna Summit
Jews
China, Peoples Republic of
Nicaragua

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Domestic Policy Staff (DPS)
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Soviet Union (Russia)
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6/13/79 [2]

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Welch, Richard S.
Texas
Natural Disasters
Evans, Billy Lee (Congressman)
Cabinet Summaries

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Presidential Advisors
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Ambassadors (US)
Nor Land, Donald R.
Botswana
Clingerman, John R.
Lesotho
Melone, Harry R.
Rwanda
Ledsky, Nelson C.
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Alcohol

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Armed Forces-US Air Force

[6/18/79-Not Submitted-DF]

Automobile Industry and Trade

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Legislation
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Carter, Lillian
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Downey, Thomas J. (Congressman)
Housing
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[6/19/79-Not submitted-DF]

Multilateral Trade negotiations (MTN)
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Byrd, Robert C. (Senator)
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Joint Economic Committee
Moynihan, Daniel P. (Senator)
Nunn, Sam (Senator)
Dissenters
Energy shortages
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Cabinet

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Wexler, Anne

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Geothermal Energy
Anti-inflation Program

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Petroleum products

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Environmental Protection Agency (EPA)

7/2/79 [1]

Energy shortages
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Dept of Transportation (DOT)

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Community Services Administration (CSA)

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Kansas City, MO
Home heating Oil
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Water Projects
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Joseph A. Califano's Resignation
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Blumenthal, W. Michael-Resignation
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Schlesinger, James-Resignation
Department of Transportation (DOT)
Adams, Brock-Resignation
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Kirbo, Charles
Baez, Joan
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Heating Oil
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[7/23/79-Not Submitted-DF]

Civil Rights
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Clayton, W. Graham
Department of Transportation (DOT)
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Muskie, Edmund S. (Senator)
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Council on Environmental Quality (CEQ)

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Pope John Paul II
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Levin, Carl (Senator)

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Department of Defense (DOD)

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Morgan, Robert (Senator)
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Energy Policy
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Trans-Alaska Pipeline
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[Trip to Kentucky, 7/31/79] [2]

[7/31/79-Not Submitted-DF]

Mudd, Samuel A.
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Stewart, Donald (Senator)

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Howard, James J. (Jim) (Congressman)
Trucking Industry
Executive Orders
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Corrada, Baltasar (Congressman)
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Huddleston, Walter D. (Senator)
Coal Industry
Bell, Griffin-Resignation
Attorney General
Polish-Americans
Harris, Patricia Roberts
Department of Health, Education and Welfare (HEW)
Economic Policy
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Employment
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International Trade
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Indiana
Disaster Relief

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Ecuador
Wexler, Anne
Blumenthal, W. Michael - Resignation
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Speeches, Addresses, etc.
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Presidential Medal of Freedom
Medical Research-radiation

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Energy Program
China, Peoples Republic of
United Nations
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Palestinians
Brzezinski, Zbigniew

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Watson, Thomas
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Whitten, Jamie L. (Congressman)
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Stone, Richard (Senator)
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8/6/79 [2]

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Baltimore, Maryland
Cabinet Summaries
Volcker, Paul
Miller, William
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Jackson, Jesse

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Science and Technology Cooperation
Television Broadcasting
Baltimore, Maryland
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Energy Policy
Nixon, Richard M.
Sawhill, John
Curtis, Charles
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8/8/79

Special Trade Representative
Nuclear Energy
Nicaragua
Eisenhower, Milton
Religion
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Bentsen, Lloyd (Senator)
Oil supply
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Board for International Broadcasting (BIB)
Federal Employees
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Kreps, Juanita

8/9/79

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Arms Control
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Culver, John (Senator)
Kissinger, Henry
Trudeau, Gary
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Jackson, Jesse
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Quotas, Sales
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Domestic Policy Staff (DPS)

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Federal Employees
Health Maintenance Organizations

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Eagleton, Thomas (Senator)
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Young, Andrew-Resignation
Rickover, Hyman G.
Domestic Policy
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Middle East

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Energy Strategy
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Council on Environmental Quality (CEQ)
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Civiletti, Benjamin
Attorney General

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Small Business Administration (SBA)
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Federal Emergency Management Agency (FEMA)

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National Aeronautics and Space Administration (NASA)
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Export Import Bank
Cuba
Strauss, Robert-Resignation
Byrd, Harry (Senator)
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Inouye, Daniel (Senator)
Oil decontrol
Central Intelligence Agency (CIA)
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Grasso, Ella (Governor)
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Weddington, Sarah
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Cranston, Alan (Senator)
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Soviet Union (Russia)
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[2]**

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Kahn, Alfred E.
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Department of Energy (DOE)
Duncan, Charles
Energy Technology seminar
Three Mile Island Nuclear Power Plant (Pennsylvania) Accident, 1979
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Pope John Paul II
Panama
Royo, Aristides
Department of Energy (DOE)
Schlesinger, James
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Department of Labor (DOL)

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President's Export Council

[8/24/79-Not Submitted-DF]

Nuclear Energy

[8/28/79]

Arms Control
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Commerce Department
King, Coretta Scott
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Trade

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Energy Conservation
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Employment
Soviet Union (Russia)
Cuba
Cuomo, Mario
Vesco, Robert
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Boren, David L. (Senator)
Insurance, Health
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[9/7/79-Not Submitted-DF]

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Industries
America's Program for the Eighties
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Arms Control
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Mathias, Charles, Jr. (Senator)
Dole, Robert (Senator)
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Graham, Billy

9/11/79 [2]

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Energy Security Corporation

[9/12/79-Not Submitted-DF]

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Nunn, Sam (Senator)
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Yemen Arab Republic (Republic of Yemen)
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Hidalgo, Edward

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Carter, Lillian
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[9/14/79-Not Submitted-DF]

Camp David accords
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Rafshoon, Gerald-Resignation
Strauss, Robert S.
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9/18/79 [2]

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9/18/79 [3]

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9/20/79 [1]

Railroad Industry

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Edwards, Edwin W. (Governor)
National Aeronautics and Space Administration (NASA)
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Energy Speech

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Interstate Commerce Commission (ICC)
Carter, Rosalyn
Latin America
Domenici, Peter V. (Senator)
State governments
Gross National Product
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Overseas Employment, 9/20/79 [Briefing Book]

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Corman, James C. (Congressman)

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Graham, Billy
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McHenry, Donald
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Goldschmidt, Neil
Department of Housing and Urban Development (HUD)
Landrieu, Moon

9/24/79 [2]

Bee Gees (Brothers Gibb)
Rhodes, John (Congressman)
Panama Canal
Business
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Hispanic-Americans

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Town Meetings
Scheuer, James H. (Congressman)
Department of Education
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Stennis, John C. (Senator)
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9/26/79 [2]

Natural Gas
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Narcotics
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Muskie, Edmund S. (Senator)

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Biographical Data

Richard Gordon Hutcheson III

Richard Gordon Hutcheson III was born in 1951, Yorktown, Virginia. He received a BA of Political Science in 1973 from Swarthmore College. In 1974 he was the Assistant to the DNC Director of Political Research Paul Lutzker. In 1975, he received his M.A. in Political Science from the University of California, Berkley. In 1975 he became a Carter Presidential Campaign aide, specializing in delegate selection, issues research, and speechwriting. In 1976, he became the National Campaign Coordinator and Assistant to Hamilton Jordon, Carter/Mondale Presidential Campaign, Atlanta, Georgia. From 1976-1977 he was a Staff Assistant for the Carter/Mondale Transition Planning Group, Washington, DC. From 1977-981 he was Staff Secretary for President Carter

William D. Simon

William D. Simon was born in Washington, DC 1951. In 1972 he was an Agricultural worker in, Kibbutz Ein Hamifratz, Israel. He attended San Diego State University majored in Political Science from 1972-1974. He was a Staff Assistant to Congressman Thomas M. Reese from 1974-1975. In 1975 he was a Paralegal Welfare Advocate and a Legal Assistance for the San Francisco Neighborhood Foundation. In 1976 he received a B.A. in Political Science from University of California, Berkley. He was an Administrative Assistant to Rich Hutcheson and Hamilton Jordon during the Carter/Mondale Presidential Campaign, Atlanta, Georgia. From 1976-1977 he was a Staff Assistant, Carter/Mondale Transition Planning Group, Washington, DC. He was Deputy Staff Secretary to the President from 1977-1981.